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B

RECORDS INVENTORY WORK SHEET

DATE 7 / 1 / 73

OFFICE, DIVISION, BRANCH, SECTION		CUSTODIAN	LOCATION			
NPIC						
RECORDS STORAGE			RECORDS SERIES			
TYPE	CODE	EQUIPMENT				
		SCHEDULE NO.				
142	01	Book case	1			
33	02	Book Shelf				
25	03	Card file (3x5), 10-drwr				
15	04	Card file (5x8), 10-drwr				
0	05	Drawing storage file				
319	06	File cabinet (legal), 5-dr				
73	07	File cabinet (ltr), 5-drwr				
21	08	File cabinet (legal), 4-dr				
5	09	File cabinet (ltr), 4-drwr				
50	10	Kardex (5x8)				
20	11	Magnetic tape rack				
69	12	Map case, 5-drwr				
3	13	Map case (pigeon hold)				
56	14	Open storage	3			
0	15	Over-safe storage cbnt				
4	16	Power file				
14	17	Safe file (lgl), 5-drwr				
0	18	Safe file (ltr), 5-drwr				
79	19	Safe file (lgl), 4-drwr				
0	20	Safe file (ltr), 4-drwr				
79	21	Safe file, 2-drwr				
0	22	Safe file (card), 5-drwr				
115	23	Safe-T-Stack				
16	24	Shelf storage (open)				
114	25	Conserv-A-File				
25	26	Shelf storage (movable)				
122	27	Shelf storage (TAB)				
133	28	Supply cabinet				
36	29	Tab card cabinets				
14	30	X-Ray cabinet, 3-drwr				
391		Desk (drwrs. only)				
40		File Cabinet (legal) 2 drwr				
1		File Cabinet (legal) 3 drwr				
119		Film Shelves (Wooden)				
TYPE	CODE	STORAGE AREA		CODE	PHYSICAL FORM	
01	Active office space			01	Paper records	
02	Vault area			02	Microfilm	
03	Secure area			03	Motion picture film	
04	Secure storage area			04	Magnetic tape	
05	Storage area (open)			05	Sound recordings	
				06	Operational film	
				07	Photographs	
				08	Duplicate film	
				09	IBM (tab) cards	
				10	5x8 cards	
				11	3x5 cards	
				12	4x6 cards	
				13	Film chips	
				14	Machine runs	
				15	Combination	
CONVERSION TABLE (one cubic foot equivalent)						
10 lin feet	3x5 cards					
6 lin feet	4x6 and tab cards					
4 lin feet	5x8 cards					
1 lin foot	letter or legal					
84 reels	16mm microfilm					
54 reels	35mm microfilm					
7 reels	magnetic tape					
REMARKS:						
✓ 1 - Layout Rack (Wooden) ✓ 13 - Card File (5x8) 2 drwr ✓ 1 - Card File (5x8) 1 drwr ✓ 2 - Card File (5x8) 7 drwr ✓ 1 - Card File (5x8) 6 drwr ✓ 1 - Card File (4x6) 8 drwr ✓ 2 - File Cabinet (legal) 1 drwr ✓ 1 - Card File (3x8) 1 drwr ✓ 1 - File Cabinet Photo Tank ✓ 1 - Flex-A-Line						
✓ 4 - Card File (4x6) 10 drwr ✓ 1 - Shelves Atlas ✓ 1 - Rolledex File ✓ 1 - Card File 14 drwr ✓ 1 - Cabinet Mosler Harbor ✓ 94 - File Cabinet 7 drwr ✓ 2 - Safe, Briefing Boards ✓ 1 - WAC Chart File ✓ 1 - Card Catalog (3x5)						

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SQUARE FOOTAGE OCCUPIED BY EQUIPMENT

<u>Equipment</u>	<u>Unit</u>	<u>Total</u>
	<u>Sq.Ft.</u>	<u>Sq.Ft.</u>
✓ Book Case	6.4	908.8
✓ Book Shelf	6.4	211.2
✓ Card File (3x5), 10 drwr.	8.1	202.5
✓ Card File (5x8), 10 drwr.	5.6	84.0
✓ Drawing Storage File	-----	-----
✓ File Cabinet (legal), 5 drwr.	8.6	2,743.4
✓ File Cabinet (letter), 5 drwr.	8.6	627.8
✓ File Cabinet (legal), 4 drwr.	8.6	180.6
✓ File Cabinet (letter), 4 drwr.	8.6	43.0
✓ Kardex (5x8)	-----	-----
✓ Magnetic Tape Rack	11.0	220.0
✓ Map Case, 5 drwr.	32.5	2,242.5
✓ Map Case (pigeon hold)	11.2	33.6
✓ Open Storage	3.8 6 6.7	5.3 M ² 71.5
✓ Over-Safe Storage Cabinet	-----	-----
✓ Power File	42.0	168.0
✓ Safe File (legal), 5 drwr.	10.0	140.0
✓ Safe File (letter), 5 drwr.	-----	-----
✓ Safe File (legal), 4 drwr.	10.0	790.0
✓ Safe File (letter), 4 drwr.	-----	-----
✓ Safe File, 2 drwr.	10.0	790.0

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<u>Equipment</u>	<u>Unit</u> <u>Sq.Ft.</u>	<u>Total</u> <u>Sq.Ft.</u>
Safe File (card), 5 drwr.	-----	-----
✓Safe-T-Stack	4.0	460.0
↳ Shelf Storage (open)	6.7	107.2
↳ Conserv-A-File	12.7	1,447.8
↳ Shelf Storage (movable)	11.3	7,919.0
	7,636.5	
↳ Shelf Storage (TAB)	7.5	915.0
↳ Supply Cabinet	9.0	1,197.0
↳ Tab Card Cabinets	4.7	169.2
↳ X-Ray Cabinet, 3 drwr.	9.9	138.6
↳ Desk (drwrs. only)	8.6	3,362.6
↳ File Cabinet (legal), 2 drwr.	8.6	344.0
↳ File Cabinet (legal), 3 drwr.	8.6	8.6
↳ Film Shelves (wooden)	6.6	785.4
↳ Layout Rack (wooden)	5.0	5.0
↳ Card File (5x8), 2 drwr.	5.6	72.8
↳ Card File (5x8), 1 drwr.	5.6	5.6
↳ Card File (5x8), 7 drwr.	5.6	11.2
✓Card File (5x8), 6 drwr.	5.6	5.6
↳ Card File (4x6), 8 drwr.	4.6	4.6
↳ File Cabinet (legal), 1 drwr.	8.6	17.2
↳ Card File (3x8), 1 drwr.	-----	-----
↳ File Cabinet Photo Tank	8.9	8.9
↳ Flex-A-Line	9.7	9.7

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<u>Equipment</u>	<u>Unit Sq.Ft.</u>	<u>Total Sq.Ft.</u>
✓Card File (4x6), 10 drwr.	4.6	18.4
✓Shelves Atlas	7.5	7.5
✓ Rolledex File	9.4	9.4
✓Card File, 14 drwr.	5.6	5.6
✓Cabinet Mosler Harbor	11.3	11.3
✓File Cabinet, 7 drwr.	8.6	808.4
✓Safe, Briefing Boards	8.7	17.4
✓WAC Chart File	13.1	13.1
✓Card Catalog (3x5)	5.2	<u>5.2</u>
TOTAL		27,348.2

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